



**File Code:** 6300

**Date:** February 22, 2007

**Route To:**

**Subject:** Validation of Incident Procurement Contacts and Equipment Requirements

**To:** Regional Foresters, Station Directors, Area Director, IITF Director and Deputy Chiefs

**REPLY DUE MARCH 16, 2007**

The Virtual Incident Procurement (VIPR) systems project is in the early phases of gaining executive sponsorship and will soon be underway. In preparation for the project kickoff, we would like to invite incident procurement specialists from each Region and Station to participate in validating the requirements from the Equipment and Training Inventory System (EaTIS). This will help ensure that VIPR's scope includes the lessons learned and innovative ideas piloted in EaTIS. Experience in using EaTIS is not necessary, however it is important for the attendees to understand and contribute their knowledge about the Emergency Equipment Rental Agreement (excluding aircraft) solicitation process. This session is focused on the procurement business process and eventually similar sessions will be conducted involving other stakeholders including F&AM, Dispatchers, and vendors.

The meeting is scheduled for March 20 & 21, in Fort Collins, CO. Travel and per diem costs will be covered by VIPR, but salary costs remain the responsibility of the employee's home unit. The session is subject to availability of funds and may be cancelled or rescheduled on short notice. We would like to get on everyone's calendar and hope you understand the importance of this early effort.

Please submit up to two nominees to Laura Smyrl (Laura A Smyrl/NONFS/USDAFS) from each Region and Station with active incident procurement support. Include the nominees name, position, and phone number. Depending on the level of response, we may need to cut the list down to fit the available space. If you have questions, please contact Larry Bowser (970-295-5808) or Cheryl Emch (541-683-6214).

*/s/ Ronald E. Hooper*  
RONALD E. HOOPER  
Director, Acquisition Management

cc: Ronald Wester  
Larry D Bowser  
Cheryl Emch  
Mary A Szymoniak

